



Department of Housing and Community Development  
Rental Accommodations Division  
Housing Resource Center  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020 | (202) 442-9505

## Instructions for Completing Housing Provider's Notice to Tenant of Rent Adjustment

These instructions are to be used with a Housing Provider's Notice to Tenant of Rent Adjustment (RAD Form 8). This form applies only to rental units covered by the Rent Stabilization Program of the Rental Housing Act of 1985.

**When to Use This Form.** The Housing Provider's Notice to Tenant of Rent Adjustment is required for a housing provider to give notice and implement rent adjustments. A housing provider must provide a tenant with written notice of an intended rent increase at least thirty (30) days in advance. You may only increase the rent charged once during a twelve (12) month period. Failure to implement a rent adjustment within the time allowed shall result in the forfeiture of the rent adjustment. If you require assistance, you may contact the Rental Accommodations Division on (202) 442-9505.

Complete all applicable portions of this form. Use of this Form 8 for rent increases is required effective December 31, 2021. You must serve this notice on your tenant and file a copy (or a sample copy if adjusting rent for multiple units) with RAD along with Form 9. Vacancy adjustments are not covered by this form. Use Form 9 to notify RAD when a vacancy occurs and use the new tenant disclosure forms (Forms 3, 4, and 5) to notify a new tenant that the rent charged is based on a vacancy adjustment.

### Completing the Housing Provider's Notice to Tenant of Rent Adjustment Form.

**Date.** Fill in the date you are completing the form.

**Tenant Name(s).** Fill in all the names of the tenants who will be served with the form.

**Tenant Address.** Complete the tenant address at the housing accommodation.

**Registration or Exemption Number.** A housing provider may not take a rent increase unless a rental unit or housing accommodation is registered with the Rental Accommodations Division. Complete the property registration or exemption number.

**Basic Business License Number.** A housing provider must have a valid basic business license. Complete the basic business license number.

**Certificate of Occupancy.** If a housing accommodation consists of two (2) or more rental units, the housing provider must have a valid certificate of occupancy. Complete the certificate of occupancy number.

**Current Rent Charged.** Fill in the current rent you are charging to the tenant.

**Rent Surcharges.** Fill in the total of all rent surcharges currently in effect.

**Total Rent Increase.** Fill in amount of the increase in the rent charged or the rent surcharge amount.

**Percentage Increase.** You must report the percentage of the total rent increase divided by the current rent charged x 100 from the previous year.

**New Total Rent.** The sum of the new rent charged and all rent surcharges.

**Rent Due Date.** Fill in the date the new rent charged is due, which must be at least thirty (30) days after your serve the form on your tenant(s).

**Check the Box.** You must provide the legal basis for the rent adjustment. The adjustment may be the annual adjustment of general applicability which is the Washington, D.C. Standard Metropolitan Statistical Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) published each March by the Rental Housing Commission. All rent increases are effective May 1st–April 30th of the following year. Rent adjustments may also be the result of a petition or voluntary agreement. Check which type of rent adjustment is applicable and if the result of a petition or voluntary agreement, complete the case number and approval date.

**Box A, Annual Adjustments of General Applicability.** Fill in all limits and check the box for which rent adjustment is being applied. Fill in the CPI-W for the current year and the maximum general rent adjustment for the year which may not exceed 10%. If the tenant is 62 years or older or a tenant with a disability, complete the Social Security Cost of Living rate and the maximum rent adjustment for the year.

**Box B, Petition-Based or Voluntary Agreement Adjustments.** If the rent adjustment is the result of a petition or voluntary agreement, complete which is applicable. Note elderly tenants or tenants with a disability fulfilling income limits may be exempt from paying rent increases for petition-based or voluntary agreement rent increases.

**Box C, How the Rent is Calculated.** If you received a petition order approving rent surcharges from the Office of Administrative Hearings or the rent administrator, complete the table identifying the amount, type, case number, and approval date.

**Box D, Age or Disability Exemptions.** If the rent increase is based on an approved petition or voluntary agreement, elderly tenants or tenants with a disability who fulfill income requirements may be exempt from paying rent increases. Complete the annual income requirements. The income level table is available at: <https://rhc.dc.gov>. Check the box if your application for a property tax abatement was not approved due to lack of funding from the Office of Tax & Revenue and attach a copy of the Rental Accommodations Division's determination letter.

**Box E, Tenants' Rights.** Tenants have the right to request and review documents and rent history for their rental units once per year at no charge. This section advises tenants how they may access that information. Please check the applicable box and complete the information.

**Box F, Housing Provider's Certifications.** You will certify all of the information provided as listed. Sign the form, print the housing provider's name, your capacity as signatory on the form, the housing provider's telephone number, email address, and mailing address. Note: you must provide a street address; forms with post office box addresses will not be accepted.

**Service on Tenant(s) and Filing with RAD.** You must serve the Housing Provider's Notice to Tenant of Rent Adjustment (Form 8) on each tenant by electronic mail (if authorized in advance by the tenant(s)), by hand delivery, or by mail at least thirty (30) days in advance. You must also file a copy of this form and the Certificate of Adjustment in Rent Charged (Form 9) with the Rental Accommodations Division. Filing with the Rental Accommodations Division may be made by hand delivery, mail, or by electronic mail to [dhcd.rad@dc.gov](mailto:dhcd.rad@dc.gov). If filing with the Rental Accommodations Division by electronic mail, the form must be in a portable document format (PDF). You must submit one form per email with a limit of no more than ten (10) emailed filings per day.